



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

**Regular Meeting  
Wednesday, July 5, 2017**

**7:00 P.M. Regular Meeting**

**Community Center  
1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

Wednesday July 5, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for June 21, 2017.
2. Approve Register of District Invoices.
3. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2017-2018, Accept Engineer's Report and Adopt Resolution No. 2017-13.
4. Approve amendment to the Employee Personnel Manual to add a Community Center Pool Staff Use Policy.
5. Approve the revision to the Parks and Recreation Event Calendar for 2017.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report
2. Sheriff's Office Report
3. CHP Report

**E. LIAISON REPORTS**

**F. PRESENTATIONS**

**G. BUSINESS AND ACTION ITEMS**

**H. MANAGER'S REPORT**

1. Bi-Monthly Water Meter Completion Report Update.

**I. INFORMATIONAL ITEMS ONLY**

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports
2. Other Reportable Items

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

1. Received June 16, 2017 letter from David and Lisa Harrell regarding County Parcel 011-220-013 not completing required fire break.
2. Received June 19, 2017 Trustee Candidate, Cindi Beaudet for Special District Risk Management Authority.
3. Received June 29, 2017 Mt. Diablo Resource Recovery regarding name change from Discovery Bay Disposal.

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. Adjourn to the next regular meeting of July 19, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday June 21, 2017  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Leete.
2. Pledge of Allegiance – Led by President Leete.
3. Roll Call – All present with the exception of Director Pease and Director Steele.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes for regular meeting of June 7, 2017.
2. Approve Register of District Invoices.
3. Approve Proclamation 17-03 Parks and Recreation Month – Parks Make Life Better.
4. Approve one vote each for candidates Stanley Caldwell and Robert Silano for election to the CSDA Board of Directors.
5. Approve lease of Fire Station #58 and authorize the General Manager to sign the lease on behalf of the District.
6. Approval of contract extension of the Luhdorff & Scalmanini Contract Engineers (LSCE) Contract for services into Fiscal Year 2017-2018.
  - Public Comment regarding Consent Calendar item C-5:
    - Cost of repair and maintenance obligations.
  - Public Comment regarding Consent Calendar item C-6:
    - Additional \$182,000 – related to the Water Meter Project.

Motion by: Vice-President Graves to approve the Consent Calendar

Second by: President Leete

Vote: Motion Carried – AYES: 3 – President Leete, Vice-President Graves, Director Mayer, NOES: 0, ABSENT: 2 – Director Pease, Director Steele, ABSTAIN: 0

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report – No report.

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of May 2017.

Project Manager Berney Sadler – Provided the details of the May 2017 Monthly Operations Report. There was discussion regarding altering the work schedule related to the heat.

**F. BUSINESS AND ACTION ITEMS**

1. Open the public hearing on Resolution No. 2017-11, approving the 2015 Urban Water Management Plan, close the public hearing and consider adopting Resolution No. 2017-11.

General Manager Davies – Introduced the 2015 Urban Water Management Plan.

District Water Engineer Shobe – Provided a presentation regarding the overview of the UWMP related to water use, baseline, water use targets, and demand management measures. There was discussion related to irrigation (public irrigation/parks and recreation), population/build out of Discovery Bay, targets that meet State requirements, and groundwater.

- Public Comment regarding:
  - Conservation pricing needs to be reviewed.
  - Penalties and charges.

There was discussion regarding the UWMP related to the time constraints of submitting the UWMP to the State. The discussion continued related to the UWMP being a technical document with tools to be considered to use in the event of a crisis.

Legal Counsel Attebery – As to the legality of the UWMP, the document is a technical document with tools and water reporting requirements from the State. Policies have been adopted and set in place for the District.

Motion by: Vice-President Graves to approve Resolution 2017-11 adopting the Town of Discovery Bay 2015 Urban Water Management Plan.

Second by: Director Mayer

Vote: Motion Carried – AYES: 3 – President Leete, Vice-President Graves, Director Mayer, NOES: 0, ABSENT: 2 – Director Pease, Director Steele, ABSTAIN: 0

2. Open the public hearing on Resolution No. 2017-12, approving the proposed final Revenue, Operating and Capital Budget for Fiscal Year 2017-18 and Fiscal Year 2018-19, close the public hearing and consider adopting Resolution No. 2017-12.

Finance Manager Breitstein – Provided the background of the May 24, 2017 Budget Workshop and the June 7, 2017 Board meeting regarding the review of the Revenue, Operating and Capital Budget for Fiscal Year 2017-18 and Fiscal Year 2018-19 and the changes that were made as requested by the Board. The document is now ready for adoption.

- Public Comment regarding:
  - Not enough time provided for the public to comment.

There was discussion regarding the May 24, 2017 Budget Workshop and the June 7, 2017 Board meeting and that those meetings were open to the public.

Motion by: Vice-President Graves to adopt the FY 2017-18 and FY 2018-19 Operating, Capital and Revenue Budgets and adopt Resolution 2017-12.

Second by: Director Mayer

Vote: Motion Carried – AYES: 3 – President Leete, Vice-President Graves, Director Mayer, NOES: 0, ABSENT: 2 – Director Pease, Director Steele, ABSTAIN: 0

3. Discussion and possible action to send a Board letter to Contra Costa County Supervisor Burgis seeking information on Transient Occupancy Tax in Discovery Bay.

General Manager Davies – Provided the details of the letter to Contra Costa County Supervisor Burgis regarding the Transient Occupancy Tax in Discovery Bay and the tax money being reinvested back in the community. There was discussion regarding the Transient Occupancy Tax letter.

Motion by: Vice-President Graves to authorize the Board President to sign a letter, on behalf of the Board, to Contra Costa County Supervisor Burgis seeking information on Transient Occupancy Tax in Discovery Bay.

Second by: Director Mayer

Vote: Motion Carried – AYES: 3 – President Leete, Vice-President Graves, Director Mayer, NOES: 0, ABSENT: 2 – Director Pease, Director Steele, ABSTAIN: 0

**G. INFORMATIONAL ITEMS ONLY**

None

**H. DIRECTORS' REPORTS**

1. Standing Committee Reports – None
2. Other Reportable Items – None

**I. MANAGER'S REPORT**

1. Roberta Fuss Tot Lot Completion Update Presentation.  
Parks and Recreation Manager Miller – Provided an update regarding the Roberta Fuss Tot Lot Completion Project.

**J. GENERAL MANAGER'S REPORT**

General Manager Davies – Stated that the Annual Water Quality Report has been mailed out and received by some residents.

**K. CORRESPONDENCE RECEIVED**

1. Received June 2, 2017 from East Contra Costa Fire Protection District regarding meeting minutes for May 1, 2017.
2. Received June 5, 2017 from the Central Valley Regional Water Quality Control Board regarding Ammonia & Nitrate plus Nitrite Progress Report 2017.
3. Received June 8, 2017 from Charles Helfrick regarding the stationary electronic signboard.
4. Received June 14, 2017 from Democrat for Republican and Libertarian Parties regarding Human
5. Society of the United States.
  - Public Comment regarding K-3:
    - The cost of the stationary electronic signboard.

**L. FUTURE AGENDA ITEMS**

None

The regular meeting adjourned at 7:48 p.m. to the Closed Session.

**M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item N-1 only; removing N-2.

**N. CLOSED SESSION**

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case)
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)  
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay  
Community Service District  
Contra Costa County Sup. Ct. No, C-13-00274

**O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957)

Legal Counsel Attebery – Reporting from Closed Session on item N-1 and there is no reportable action.

**P. ADJOURNMENT**

1. The meeting adjourned at 8:08 p.m. to the regular meeting on July 5, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-23-17

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 05, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Mike Davies, General Manager

MRD

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 186,524.00

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On July 05, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

| <u>Vendor Name</u>                       | <u>Invoice Number</u> | <u>Description</u>                               | <u>Invoice Date</u> | <u>Amount</u>      |
|--|-----------------------|--|---------------------|--------------------|
| <b>Contra Costa County Reimbursement</b> |                       |  |                     |                    |
| Watersavers Irrigation Inc.              | 1849887-00            | Landscape Reimb (Z61)                            | 06/21/17            | \$28.51            |
|  |                       | <b>Contra Costa County</b>                       | <b>Sub-Total</b>    | <b>\$28.51</b>     |
| <b>Water</b>                             |                       |  |                     |                    |
| Aflac                                    | 10952                 | Supplemental Insurance June 2017                 | 06/25/17            | \$339.17           |
| Alhambra                                 | 13710019 060917       | Bottle Water Service                             | 06/09/17            | \$12.66            |
| Bill Pease                               | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$92.00            |
| Chris Steele                             | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$46.00            |
| Cintas                                   | 185609385             | Mats   | 06/14/17            | \$6.86             |
| Cintas                                   | 185610395             | Mats   | 06/21/17            | \$6.86             |
| Deanna Tocci                             | Arcadia Cir           | Closed Account, Refund Overpayment               | 06/16/17            | \$31.52            |
| J.W. Backhoe & Construction, Inc.        | 2802                  | Hauled Cutback To WWTP#1                         | 06/15/17            | \$627.49           |
| Kevin Graves                             | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$138.00           |
| Luhdorff & Scalmanini                    | 32957                 | Water Meter Project May 2017                     | 05/28/17            | \$18,865.34        |
| Luhdorff & Scalmanini                    | 32957                 | General Services May 2017                        | 05/28/17            | \$1,034.75         |
| MailFinance                              | N6574546              | Quarterly Postage Lease                          | 06/02/17            | \$85.83            |
| Neopost (Postage Account)                | 7900044908384658/617  | Postage  | 06/14/17            | \$120.00           |
| Neumiller & Beardslee                    | 285791                | Water Meter Project May 2017                     | 06/16/17            | \$1,993.00         |
| Neumiller & Beardslee                    | 285791                | General Services May 2017                        | 06/16/17            | \$6,532.44         |
| Neumiller & Beardslee                    | 285792                | Hofmann v TODB                                   | 06/16/17            | \$34.40            |
| Office Depot                             | 933694133001          | Office Supplies                                  | 06/06/17            | \$115.39           |
| Office Team                              | 48585758              | Water Meter Project Temporary                    | 06/15/17            | \$89.00            |
| Pacific Gas & Electric                   | 1521433231-2/061217   | Electric & Gas Bill 05/11/17-06/11/17            | 06/12/17            | \$8,492.03         |
| Pacific Gas & Electric                   | 2943721807-5/060917   | Electric & Gas Bill 05/10/17-06/08/17            | 06/09/17            | \$33,045.67        |
| ReliaStar Life Insurance Company         | #JR52 457(B) 063017   | 457(b) 06/16/17-06/30/17                         | 06/30/17            | \$393.02           |
| Ricoh USA, Inc                           | 5049016370            | Photocopier                                      | 06/15/17            | \$149.96           |
| Robert Leete                             | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$138.00           |
| Shred-It USA-Concord                     | 8122517084            | Shredding Service                                | 06/07/17            | \$23.22            |
| TASC                                     | 450775312003/0717     | IRS Section 125 Health Savings Account July 2017 | 07/01/17            | \$289.99           |
| U.S. HealthWorks                         | 3136770-CA            | Safety Supplies                                  | 06/09/17            | \$94.00            |
| Univar                                   | SJ819773              | Chemicals Delivered 06/06/17                     | 06/08/17            | \$183.68           |
| Univar                                   | SJ819774              | Chemicals Delivered 06/08/17                     | 06/08/17            | \$310.08           |
| Univar                                   | SJ820707              | Chemicals Delivered 06/14/17                     | 06/14/17            | \$197.50           |
| Univar                                   | SJ820710              | Chemicals Delivered 06/14/17                     | 06/14/17            | \$130.35           |
| Upper Case Printing, Ink.                | 12064                 | Office Supplies                                  | 06/14/17            | \$254.40           |
| William Mayer                            | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$138.00           |
|  |                       | <b>Water</b>                                     | <b>Sub-Total</b>    | <b>\$74,010.61</b> |
| <b>Wastewater</b>                        |                       |  |                     |                    |
| Aflac                                    | 10952                 | Supplemental Insurance June 2017                 | 06/25/17            | \$508.77           |
| Alhambra                                 | 13710019 060917       | Bottle Water Service                             | 06/09/17            | \$18.99            |
| Bill Pease                               | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$138.00           |
| Chris Steele                             | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$69.00            |
| Cintas                                   | 185609385             | Mats   | 06/14/17            | \$14.20            |
| Cintas                                   | 185609385             | Uniforms   | 06/14/17            | \$10.30            |
| Cintas                                   | 185610395             | Mats   | 06/21/17            | \$14.20            |
| Cintas                                   | 185610395             | Uniforms   | 06/21/17            | \$10.30            |
| J.W. Backhoe & Construction, Inc.        | 2802                  | Hauled Cutback To WWTP#1                         | 06/15/17            | \$941.23           |
| Kevin Graves                             | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$207.00           |
| MailFinance                              | N6574546              | Quarterly Postage Lease                          | 06/02/17            | \$128.75           |
| Neopost (Postage Account)                | 7900044908384658/617  | Postage  | 06/14/17            | \$180.00           |
| Neumiller & Beardslee                    | 285791                | General Services May 2017                        | 06/16/17            | \$4,418.90         |
| Neumiller & Beardslee                    | 285792                | Hofmann v TODB                                   | 06/16/17            | \$51.60            |
| Office Depot                             | 933694133001          | Office Supplies                                  | 06/06/17            | \$173.08           |
| Pacific Gas & Electric                   | 118194226-4/060817    | Electric & Gas Bill 05/09/17-06/07/17            | 06/08/17            | \$5,418.63         |
| Pacific Gas & Electric                   | 7312115758-7/061317   | Electric & Gas Bill 05/11/17-06/11/17            | 06/13/17            | \$41,144.71        |
| ReliaStar Life Insurance Company         | #JR52 457(B) 063017   | 457(b) 06/16/17-06/30/17                         | 06/30/17            | \$589.53           |
| Ricoh USA, Inc                           | 5049016370            | Photocopier                                      | 06/15/17            | \$224.95           |
| Robert Leete                             | JUNE 2017             | Expense Report June 2017                         | 06/26/17            | \$207.00           |
| Ross Recreation Equipment Co., Inc.      | I10897                | Play Structure, PGE Funded Project               | 06/08/17            | \$29,995.70        |
| Shred-It USA-Concord                     | 8122517084            | Shredding Service                                | 06/07/17            | \$34.83            |

|                            |                   |  |                    |                     |
|----------------------------|-------------------|--|--------------------|---------------------|
| TASC                       | 450775312003/0717 | IRS Section 125 Health Savings Account July 2017 | 07/01/17           | \$434.98            |
| Upper Case Printing, Ink.  | 12064             | Office Supplies                                  | 06/14/17           | \$381.60            |
| Veolia Water North America | 67067             | Vehicle & Equipment Maintenance                  | 04/04/17           | \$1,632.18          |
| William Mayer              | JUNE 2017         | Expense Report June 2017                         | 06/26/17           | \$207.00            |
|                            |                   | <b>Wastewater</b>                                | <b>Sub-Total</b>   | <b>\$87,155.43</b>  |
|                            |                   |  | <b>Grand Total</b> | <b>\$161,194.55</b> |

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On July 05, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/16 - 6/17**

| <u>Vendor Name</u>                  | <u>Invoice Number</u> | <u>Description</u>                                     | <u>Invoice Date</u> | <u>Amount</u>      |
|-------------------------------------|-----------------------|--|---------------------|--------------------|
| <b>Zone 8</b>                       |                       |  |                     |                    |
| Cintas                              | 185609385             | Uniforms   | 06/14/17            | \$48.39            |
| Cintas                              | 185610395             | Uniforms   | 06/21/17            | \$48.39            |
| Comcast                             | 8155400350357156/516  | Internet Service June 2017                             | 05/15/17            | \$169.80           |
| Pacific Gas & Electric              | 0869258994-1/060917   | Electric & Gas Bill 05/10/17-06/08/17                  | 06/09/17            | \$494.00           |
| Pacific Gas & Electric              | 5939734421-5/061517   | Electric & Gas Bill 05/17/17-06/15/17                  | 06/15/17            | \$8,268.40         |
| Town of Discovery Bay, CSD          | 9-900-000-002-7.02    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$16.24            |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.01    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$1,796.64         |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.02    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$567.12           |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.03    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$624.28           |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.04    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$143.68           |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.05    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$78.90            |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.06    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$285.88           |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.07    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$39.68            |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.08    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$39.68            |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.09    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$64.96            |
| Town of Discovery Bay, CSD          | 9-900-000-004-2.10    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$52.32            |
| Town of Discovery Bay, CSD          | 9-900-000-004-4.01    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$13.08            |
| Town of Discovery Bay, CSD          | 9-900-000-004-4.02    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$63.38            |
| Town of Discovery Bay, CSD          | 9-900-000-004-4.03    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$232.44           |
| Town of Discovery Bay, CSD          | 9-900-000-004-4.04    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$16.24            |
| Town of Discovery Bay, CSD          | 9-900-000-004-4.05    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$25.18            |
| Town of Discovery Bay, CSD          | 9-900-000-012-0.01    | Water Bill 5/01/17-5/31/17                             | 05/31/17            | \$25.18            |
| Watersavers Irrigation Inc.         | 1846247-00            | Landscape Maintenance                                  | 06/14/17            | \$187.83           |
| Watersavers Irrigation Inc.         | 1846883-00            | Landscape Maintenance                                  | 06/15/17            | \$73.55            |
| <b>Total</b>                        |                       |  |                     | <b>\$13,375.24</b> |
| <b>Community Center</b>             |                       |  |                     |                    |
| Alhambra                            | 13710019 060917       | Community Center-Bottle Water Service                  | 06/09/17            | \$82.56            |
| Cintas                              | 185609385             | Community Center-Mats                                  | 06/14/17            | \$60.70            |
| Cintas                              | 185610395             | Community Center-Mats                                  | 06/21/17            | \$60.70            |
| Comcast                             | 8155400350238372/617  | Community Center-Internet Service                      | 06/22/17            | \$207.22           |
| Cynthia Coats                       | JUNE 2017             | Community Center-Aquatic Supplies                      | 06/21/17            | \$266.60           |
| Department of Justice               | 239219                | Community Center-Employment Screening                  | 06/05/17            | \$392.00           |
| Discovery Bay Designs               | 1267                  | Community Center-Safety Supplies                       | 06/16/17            | \$329.65           |
| Kidz Love Soccer                    | 2017SP-F122           | Community Center-Program Fees                          | 06/05/17            | \$2,295.00         |
| Leslie's Pool Supplies, Inc.        | 27-361641             | Community Center-Pool Chemicals                        | 06/19/17            | \$294.94           |
| Leslie's Pool Supplies, Inc.        | 27-362473             | Community Center-Pool Chemicals                        | 06/26/17            | \$294.94           |
| Leslie's Pool Supplies, Inc.        | 501-525380            | Community Center-Pool Chemicals                        | 06/26/17            | \$47.08            |
| National Recreation and Park Assoc. | 328911                | Community Center-Membership                            | 06/28/17            | \$170.00           |
| Office Depot                        | 932138834002          | Community Center-Office Supplies                       | 06/01/17            | \$30.19            |
| Office Depot                        | 932141112001          | Community Center-Office Supplies                       | 05/31/17            | \$102.33           |
| Office Depot                        | 934922078001          | Community Center-Office Supplies                       | 06/12/17            | \$75.18            |
| Office Depot                        | 935744570001          | Community Center-Office Supplies                       | 06/14/17            | \$262.07           |
| Pacific Gas & Electric              | 5702839598-6/060917   | Community Center-Electric & Gas Bill 05/09/17-06/07/17 | 06/09/17            | \$2,099.23         |
| Town of Discovery Bay, CSD          | 9-900-000-002-6.02    | Community Center-Water Bill 5/01/17-5/31/17            | 05/31/17            | \$39.27            |
| Town of Discovery Bay, CSD          | 9-900-000-002-603     | Community Center-Water Bill 5/01/17-5/31/17            | 05/31/17            | \$553.93           |
| U.S. HealthWorks                    | 3136770-CA            | Community Center-Employment Screening                  | 06/09/17            | \$25.00            |
| Watersavers Irrigation Inc.         | 1853054-00            | Community Center-Landscape Maintenance                 | 06/27/17            | \$435.79           |
| <b>Total</b>                        |                       |  |                     | <b>\$8,124.38</b>  |
| <b>Grand Total</b>                  |                       |  |                     | <b>\$21,499.62</b> |

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On July 05, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

| <u>Vendor Name</u>         | <u>Invoice Number</u> | <u>Description</u>                    | <u>Invoice Date</u> | <u>Amount</u>     |
|----------------------------|-----------------------|---------------------------------------|---------------------|-------------------|
| Cintas                     | 185609385             | Uniforms                              | 06/14/17            | \$75.17           |
| Cintas                     | 185610395             | Uniforms                              | 06/21/17            | \$75.17           |
| Henson Plumbing, Inc.      | 55404                 | Drinking Fountain Install             | 06/20/17            | \$865.38          |
| Pacific Gas & Electric     | 0403377952-3/060817   | Gas & Electric Bill 05/09/17-06/07/17 | 06/08/17            | \$96.24           |
| Town of Discovery Bay, CSD | 9-900-000-004-3.01    | Water Bill 5/01/17-5/31/17            | 05/31/17            | \$274.82          |
| Town of Discovery Bay, CSD | 9-900-000-004-3.02    | Water Bill 5/01/17-5/31/17            | 05/31/17            | \$1,978.34        |
| Town of Discovery Bay, CSD | 9-900-000-004-3.03    | Water Bill 5/01/17-5/31/17            | 05/31/17            | \$259.30          |
| Williams Sanitary Service  | 30398                 | Toilet Rental Ravenswood              | 05/31/17            | \$205.41          |
|                            |                       |                                       | <b>Total</b>        | <b>\$3,829.83</b> |



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 5, 2017

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Michael R. Davies, General Manager



### Agenda Title

Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2017-2018, Accept Engineer's Report and Adopt Resolution No. 2017-13.

### Recommended Action

Accept Engineer's Report and Adopt Resolution No. 2017-13 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2017-2018 and set the Public Hearing for July 19, 2017 at 7:00 p.m. located at 1601 Discovery Bay Boulevard.

### Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2017-06, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Draft of the Final Assessment Engineer's Report to District Staff on April 5, 2017. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$658.50 which is the maximum allowable assessment for Zone 9.

Factors leading to the 5.2% increased assessment (\$625.78 in FY 16/17, an increase of \$32.72) are: maintaining our reserve amount with 1.3 years of funds, and covers the increased cost of operations. The reserves protect DB Lighting and Landscape Zone 9 from any expensive repairs and maintenance in regards to the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment upholds the Fiscal Year 2017-2018 budget and prudently maintains the reserve balance.

Staff requests direction from the Board of Directors regarding the increase of the DB Lighting and Landscape Zone 9 Assessment. If no change to the report is required; then staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The Public Hearing approving the Levy of the annual assessment will be held on the July 19, 2017 at the regular scheduled Board meeting.

### Fiscal Impact:

**Amount Requested - None**  
**Sufficient Budgeted Funds Available?: N/A**

### Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2017-06 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2017-2018.  
Budget Adoption - Revenue, Operating and Capital Budget for Fiscal Year 2017-18 and Fiscal Year 2018-19 – June 21, 2017.

### Attachments

Resolution 2017-13  
Final Assessment Engineer's Report by HERWIT Engineering, dated June 2017

AGENDA ITEM: C-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2017-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT  
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9  
FOR THE FISCAL YEAR 2017-2018**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2017-2018 year will be held at 7:00 p.m., on July 19, 2017 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> DAY OF JULY 2017

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Robert Leete  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 5, 2017, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael R. Davies  
Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space  
Improvements District DB L&L #9**

**For Fiscal Year 2017-2018**

**Prepared by  
HERWIT Engineering**

**6200 Center Street, Suite 310  
Clayton, California 94517  
(925) 672-6599**

**JULY 2017**

**Town of Discovery Bay Community Services District**

**Director and President**

Robert Leete

**Director and Vice President**

Kevin Graves

**Director**

Bill Mayer

**Director**

Bill Pease

**Director**

Chris Steele

**General Manager**

Mike Davies

**Finance Manager**

Dina Breitstein

**Parks & Landscape Manager**

Brian Miller

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: July 2017

**Assessment Engineers Report  
For  
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1  
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2017-2018 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

**PART B. Estimate of Cost**

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

**PART C. Method of Apportionment of Assessment**

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

**PART D. District Diagram of Assessment**

This part by reference of a diagram shows the parcel lot numbers that are within this District.

**PART E. Property Owner List & Assessment Roll**

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

**Engineers Assessment Report for 2016-2017 year**

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 139,312      Annual assessments & investment revenue was received

\$ 138,034      Annual expenses grounds maintenance, capital improvements, and administrative expenses.

A copy of the income and expenses is attached to this report.

**\$ 190,275**      Fund total after 2016-2017 annual expenses.

**Note:** The expenses were higher for the 2016-2017 fiscal year than the previous fiscal year due to increases in O&M expenditures. The expenses for the 2016-2017 fiscal year were less than the assessment and revenue collected, resulting in an increase in the District's reserve account.

### *Current Assessment*

The 2016-2017 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$625.78 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

### *Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2017, the same CPI index is reported as 274.58. Based upon the change in the CPI, the new maximum assessment allowed for the 2017-2018 fiscal year is \$658.50.

### *Calculation of Maximum Reserve Account Balance*

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2017-2018 fiscal year is \$ 658.50. This assessment is equally assessed to 203 parcels for an annual total of \$133,675.50. Therefore, the maximum Reserve Account Balance is \$ 267,351.00. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

### *New Assessment for 2017-2018 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District will incur higher than normal charges for capital improvements to purchase additional landscape maintenance equipment this fiscal year. The estimated budget for 2017-2018 is \$ 166,810. This equates to \$ 821.72 per parcel for all 203 parcels, which is greater than the maximum allowable assessment of \$ 658.50 per parcel, or \$ 133,675.50 maximum assessment.

Based on this report, the assessment for 2017-2018 tax year should be \$ 658.50 to minimize the decrease in the reserve fund balance. The assessment for the 2017-2018 fiscal year is then \$ 658.50 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 5, 2017

**Prepared By:** Michael Davies, General Manager  
**Submitted By:** Michael Davies, General Manager

MRD

### Agenda Title:

Approve amendment to the Employee Personnel Manual to add a Community Center Pool Staff Use Policy.

### Recommended Action

Amend the Town of Discovery Bay Employee Personnel Manual to add a Community Center Pool Staff Use Policy.

### Executive Summary

The Town's Employee Personnel Manual is the controlling employee relations document for all District employees. The manual was last amended by the Board in February 2016.

The Personnel Manual addresses a variety of employment benefits for employees. Salary and benefits are structured to compensate employees for their work and service to the Town. A reasonable compensation package attracts, retains, and motivates employees, and increases overall job satisfaction. This amendment to the Personnel Manual provides for admission free use of the Community Center pool for regular employees and their immediate family members during those times the pool is open to the public.

Article 12 of the Personnel Manual will be added as:

#### ARTICLE 12 COMMUNITY CENTER POOL STAFF USE POLICY

As a benefit of employment by the Town, Regular Full-Time Employees and their immediate families may receive admission free use of the Town of Discovery Bay Community Center Swimming Pool ("Pool") during regular Pool operation hours. Immediate family of Regular Full Time Employees includes spouse, registered domestic partner, child, stepchild, or eligible foster child who is a dependent of the Employee. Regular Full-Time Employees and their immediate families shall be subject to all rules and regulations associated with the Pool. Admission free use does not confer any right or privilege related to use of the Pool to the Full-Time Employee or his/her immediate family. All admission free use of the Pool shall occur during regular Pool hours on weekdays and weekends when the Pool is open to the public.

Admission free use of the Pool may be revoked at any time for violation of this section or violation of the rules and regulations associated with the Pool.

### Previous Relevant Board Actions for This Item

February 17, 2016: Resolution No. 2016-03

### Attachments

AGENDA ITEM: C-4



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

July 5, 2017

**Prepared By:** Mac Kaiser, Recreation Programs Supervisor  
**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title**

Approve the revision to the Parks and Recreation Event Calendar for 2017.

**Recommended Action**

Approval of the revision to the Parks and Recreation Event Calendar for 2017.

**Executive Summary**

2017 represents the 4<sup>th</sup> full year of event programming at the Community Center and the 4<sup>th</sup> full year of summer programming. The Community Center continues to offer a variety of programming for all age groups, not only at the Community Center itself, but also at other Town facilities.

The Community Center continues to develop as a hub of activity and staff continues to offer or partner with various community groups to provide a variety of free as well as paid programming throughout the year. There also continues to be a variety of private parties that occur year-round including birthdays, family reunions, and many others that schedule the Center for their events.

With the recent success of the June 3<sup>rd</sup> joint Town/Discovery Bay Lions "Summer Jam" Event, the Discovery Bay Lions Club has requested a revision from the currently approved format of the "Summerfest" Event as a Lions Club Event solely, to a partnership between the Town of Discovery Bay and the Discovery Bay Lions Club. As a Town/Discovery Bay Lions Club Partnership, the Town will waive all regular and customary rental charges, and in exchange, Discovery Bay Lions Club will be responsible for all event expenses, with 50% of the net proceeds donated back to the Town of Discovery Bay Community Center for the refurbishment of the Discovery Bay BBQ area. Once approved Town staff and the Discovery Bay Lions Club will proceed with their event planning.

Staff is therefore recommending approval of the revision to the Parks and Recreation Event Calendar for 2017.

**Fiscal Impact:**

**Amount Requested \$ N/A**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Proposed 2017 Revised Public Event Calendar.  
 Board Policies #013 and #022.

**AGENDA ITEM: C-5**

2017 Public/Town Calendar  
Revised 7/5/2017

| 2017<br>Event<br>Dates | Times          | Location | Event Title  | Event Description   | Approximate<br>Attendance<br>Numbers | Event<br>Sponsors                               | Vendors<br>on site | Food on<br>site | Alcohol<br>on site | Town/County Licenses<br>Required                                    | Fees Charged/Waived  |
|------------------------|----------------|----------|--|---|--------------------------------------|---|--------------------|-----------------|--------------------|---|--|
| April 15               | 7-12PM         | DBCC     | Easter Egg Hunt                                      | DB Lions Club Easter Egg Hunt   | 400+                                 | DB Lions Club                                   | No                 | No              | No                 | TODB Facility Permit  | Fees Waived  |
| April 18               | 3:30-5:30PM    | DBCC     | Childrens Program - Python Ron                       | Family friendly event   | 60                                   | Town Event/Brentwood Library Joint Event        | No                 | No              | No                 | TODB Facility Permit  | Fees Waived  |
| June 9, 16, 23         | 6:30-10:30PM   | DBCC     | Friday Night Movie in the Park                       | Family friendly movies on the event lawn at the Community Center                                    | 50-125                               | Town Event                                      | No                 | Yes             | No                 | CCC Health Permit<br>Movie Licensing                                | N/A<br>Town Event  |
| June 3                 | 8AM-11PM       | DBCC     | Concert in the Park                                  | Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club. | 350+                                 | Town & DB Lions Joint Event                     | Yes                | Yes             | Yes                | TODB Facility Permit<br>CCC Health Permit<br>ABC License            | Fees Waived/Lions to donate proceeds back to Town for specific Park/Facility project |
| July 7, 21, 28         | 6:30-10:30PM   | DBCC     | Friday Night Movie in the Park                       | Family friendly movies on the event lawn at the Community Center                                    | 50-125                               | Town Event                                      | No                 | Yes             | No                 | CCC Health Permit<br>Movie Licensing                                | N/A<br>Town Event  |
| July 14                | 7PM-10PM       | DBCC     | Evening Cool by the Pool                             | Family friendly evening swim and music under the stars  | 50                                   | Town Event                                      | No                 | No              | No                 | TODB Facility Permit  | N/A<br>Town Event  |
| Sept 10                | 8AM-8PM        | DBCC     | Car Show   | Classic, Hot Rod, Motorcycle Car show, food/beer, and vendors                                       | 300-400                              | DB Lions  | Yes                | Yes             | Yes                | TODB Facility Permit<br>CCC Health Permit<br>ABC License            | Fees Charged   |
| Sept 23                | 8:00AM-11:00PM | DBCC     | Summer Jam   | Kids zone, business vendors, food vendors, concert and petting zoo. Alcohol sales                   | 500-1,000                            | Town & DB Lions Joint Event                     | Yes                | Yes             | Yes                | TODB Facility Permit<br>CCC Health Permit<br>ECCFPD<br>Event Permit | Fees Waived/Lions to donate 50% of proceeds back to Town for BBQ area improvements   |
| Oct                    | TBD            | DBCC     | Second Annual Scarecrow Festival & Movie in the Park | Week long family friendly scarecrow building contest with a Movie in the Park on the last day.      | 50-75                                | Town Event                                      | No                 | No              | No                 | Town Event<br>Movie Licensing                                       | N/A<br>Town Event  |
| Dec                    | TBD            | DBCC     | Holiday Parade                                       | Judging, Breakfast with Santa, vendors for event located in the CC parking lot                      | 1000+                                | DB Lions/<br>Chamber of Commerce<br>Joint Event | Yes                | Yes             | No                 | TODB Facility Permit<br>CCC Health Permit<br>ECCFPD<br>Event Permit | Fees Waived  |



## Town of Discovery Bay

|   |  |                               |
|---|--|-------------------------------|
| <b>Program Area:</b><br>Parks and Landscaping | <b>Policy Name:</b><br>Park & Facility Usage & Rental Policy | <b>Policy Number:</b><br>013  |
| <b>Date Established:</b><br>April 20, 2011    | <b>Date Amended:</b><br>October 19, 2016                     | <b>Resolution:</b><br>2016-17 |

### **I. GENERAL INFORMATION**

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

## **II. ELIGIBILITY & PRIORITY**

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

## **III. RESERVATION REQUIREMENTS**

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

**Insurance Requirements:** All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

**Cancellations:** Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

**Clean Up:** Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

**Deposit Forfeiture:** Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

**Prohibited Activities:** No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

**Food Preparation:** Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

**Exhibitions, Events, Festivals, Meeting and Assemblies:** Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

#### **IV. MISCELLANEOUS**

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors.

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016



# Town of Discovery Bay

|   |                                       |                               |
|---|---------------------------------------|-------------------------------|
| <b>Program Area:</b><br>Parks & Recreation    | <b>Policy Name:</b><br>Alcohol Policy | <b>Policy Number:</b><br>022  |
| <b>Date Established:</b><br>September 3, 2014 | <b>Date Amended:</b><br>N/A           | <b>Resolution:</b><br>2014-21 |

## **POLICY STATEMENT**

The Town of Discovery Bay Community Services District supports the ability to allow renters of District facilities the ability to host private parties and to serve or consume alcohol during facility rentals when it is determined by staff to be feasible and age appropriate. This policy provides the framework to guide renters in the process to be able to serve or consume alcohol for private parties and events. The Policy outlines the procedural structure that adjusts to the different types of facility rentals based on the number of planned attendees. Management within the District must determine the appropriateness for alcohol consumption during all potential rentals to maintain consistency with this policy.

## **APPLICATION, AGREEMENT, & SPECIAL ALCOHOL PERMIT**

Each potential renter that would like to serve or consume alcohol during a facility rental must fill out the appropriate application and agreement as well as the special alcohol permit. The rental applicant must also meet all guidelines listed in the agreement. The District reserves the right to accept or reject an individual or group's offer to serve or consume alcohol. It is strictly prohibited to sell or barter alcohol, and will be cause for immediate revocation of the permit and the cancellation of the event.

## **SPECIAL ALCOHOL PERMIT QUALIFICATIONS**

- **Age** - Any person seeking to rent a District facility who intends on serving or consuming alcohol must be 21 years of age with a valid ID, and anyone who wishes to serve or consume alcohol during the rental must be 21 years of age and have a valid ID. Special Alcohol permits will not be issued if the guest of honor is a minor or if the majority of the attendees are minors.
- **Applications & Fees** - All applicants must fill out a rental application for the facility they would like to rent. All rental fees and deposits must be paid in full prior to the event. The Special Alcohol permit must be filled out completely and submitted at least (2) weeks prior to the rental. The alcohol permit fee for the Special Alcohol Permit is based on the number of attendees who will be present during the rental period.  
  
1-50 Attendees - \$50  
51-100 Attendees - \$75  
100+ Attendees - \$100
- **Insurance** - Applicants are required to provide a certificate of insurance that names the Town of Discover Bay as an additional insured providing general liability insurance in and amount of not less than \$1,000,000 for each occurrence and \$1,000,000 general aggregate. The Town of Discovery Bay may be able to obtain a certificate of insurance for the event at the expense of the applicant.

## **DETERMINING AND APPROVAL – SPECIAL ALCOHOL PERMIT**

Once the District has received a Special Alcohol permit application, the Department Manager will review the permit and make sure that all qualifications have been met. Completed forms will be reviewed for approval by the General Manager, or designee, prior to issuance of a Special Alcohol Permit.

## **FACILITIES**

The following are the District facilities at which serving or consumption of alcohol may be approved during facility rentals with the required permits and fees

### **Indoor Facilities**

Discovery Bay Community Center's Cabrillo Room  
Discovery Bay Community Center's Marina Room  
Discovery Bay Community Center's Discovery Room

### **Outdoor Facilities**

Discovery Bay Community Center's Event Lawn  
Discovery Bay Community Center's BBQ Area

## **RULES AND REGULATIONS**

1. A District facility attendant will be present for rentals with 50+ attendees. An added fee of \$15.00/hour or partial will be assessed prior to the event based upon the anticipated timeframes. Any additional expenses shall be paid in full at the conclusion of the event or may be deducted from the security deposit .
2. All guests who will be served alcohol must be at least 21 years old and be able to provide a valid ID. Guests who cannot provide a valid ID will be acknowledged as a minor. There are No Exceptions.
3. Alcohol service includes beer, wine, & champagne. Liquor and other distilled spirits are prohibited (Glass beer bottles are prohibited).
4. Alcohol may only be brought in by the person or organization responsible for the rental or a licensed caterer. Guests may not bring their own beverages to the event. Non-Compliance may result in the cancellation of the event at the discretion of Town staff.
5. Alcohol is not to be consumed outside of the rental area(s), and shall not be consumed in entry ways or parking lots.
6. All rentals that request alcohol must have a certificate of insurance that names Town of Discovery Bay as an additional insured, as described above.
7. Alcohol will not be permitted when the guest of honor is a minor, or when a majority of the attendees are minors.
8. Alcohol service must stop (30) minutes before the designated end time of the rental.
9. There may be additional requirements for rentals with more than (50) attendees including but not limited to necessity of security, at the discretion of Town staff.
10. Alcohol service or consumption that has not been approved or fails to comply with all requirements of the agreement will result in termination of rental, and forfeiture of rental deposit.
11. The event host is responsible to fulfill all requirements of the agreement. The District is not responsible for any loss of the rental expense due to the requirements not being met.

JUN 16 2017

6/15/17

Diane Burgis  
3361 Walnut Blvd., Ste. 140  
Brentwood, CA 94513

Brian Helmick  
150 City Park Way St.  
Brentwood, CA 94513

Joseph Losado  
1120 2nd St., Ste. 102  
Brentwood, CA 94513

Patricia Hubbard  
150 City Park Way St.  
Brentwood, CA 94513

Mike Davies  
1800 Willow Lake Rd.  
Discovery Bay, CA 94505

This letter is in regard to County parcel 011-220-013 (which is in Discovery Bay between Newport Drive and Bixler Road) and the fire break that has not yet been done on this parcel.

Every year we send you this letter because every year the owner of said parcel is negligent in not completing the required fire break. The houses on Worthing Way and Worthing Court in Discovery Bay back up to this parcel and are at risk if a fire breaks out and no fire break was ever completed. It is a shame that every year the parcel owner does nothing until you people apply the necessary pressure to get the fire break done. It should also be noted that after you get on the owner he/she only mows a path and does not do the required discing. We hope you can do what needs to be done because, again, if a fire breaks out on this parcel we would think there would be some liability issues and well ... everyone has been duly notified.

Sincerely,



David and Lisa Harrell  
136 Worthing Ct.  
Discovery Bay, CA 94505

# Cindi Beaudet

## Trustee Candidate – Special District Risk Management Authority

Town Of Temecula, Ca  
Received

JUN 19 2017



I will work to ensure that SDRMA appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner.

### Experience:

**Temecula Public Cemetery District**  
General Manager - 2004 – Present

**California Special Districts Association**  
Education Committee Member – 2005

**Special District Risk Management Authority**  
Member – 2005 - Present

**California Association of Public Cemeteries**  
Board of Directors - 2005-2016

|                               |                              |
|-------------------------------|------------------------------|
| <b>Committee Chairperson:</b> | <b>Committee Membership:</b> |
| Education                     | Membership                   |
| Nomination                    | Scholarships                 |

**California Special Districts Association**  
Manager Mentor - 2017

**California Department of Insurance Beaudet Agency**  
Principle - 2000 to present

**Miller Jones Mortuary and Cemetery**  
Manager- 1993-2001

**Temecula Chamber of Commerce**  
Member - 2007 – Present

### Recognitions:

- SDRMA Safety Certificate 2017
- Outstanding Community Service, California State Senate 2014
  - CAPC Presidents Award 2006
  - CAPC Manager of the Year 2015
  - SDLA District of Distinction 2014
  - SDLA District of Transparency 2014
- SDFL Governance Academy Recognition

Cindi Beaudet  
General Manager  
Temecula Public Cemetery District  
(951) 541-8736  
rctncd@verizon.net

JUN 29 2017



**Mt. Diablo Resource Recovery**

reduce • reuse • recycle • respect • recover

*A Garaventa Company*

June 23, 2017

Mike Davies - General Manager  
Town of Discovery Bay  
1800 Willow Lake Road  
Discovery Bay, CA CA

Dear Mike Davies - General Manager,

Our company has come a long way since it first began in the 1930's as a one-truck garbage route in the country town of Concord. Now, our business has developed into one of the few remaining local, family-owned recycling, disposal and hauling companies in Northern California.

Everything we do is designed to recover, recycle and reuse as much material as possible to benefit the environment and keep renewable items out of the landfill. We are proud to announce and would like you to be among the first to know that we are changing our company name to better reflect our environmental goals.

Beginning July 1<sup>st</sup>, Mt. Diablo Resource Recovery will be the new name for Discovery Bay Disposal Service. While we will have a new name, we will continue to provide the same excellent service to the Discovery Bay community.

Our recycling center and transfer station facility at 1300 Loveridge Road in Pittsburg will soon bear the name Mt. Diablo Resource Recovery Park, where we will continue to operate our state-of-the-art recycling and education facility, our composting and construction and demolition recycling operations, and our transfer station, which will continue to sort out materials otherwise destined for the landfill.

**In everything we do, it is the goal of Mt. Diablo Resource Recovery to keep as much renewable and recyclable materials as possible out of the landfill to benefit the communities we serve.** We are honored to continue to serve the citizens of Discovery Bay with the best in customer service.

Best regards,

Joseph Garaventa  
CEO – Mt. Diablo Resource Recovery

